



PLANNING AND DEVELOPMENT

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Memorandum

To: Community Development Committee

From: Caroline Gregerson

Date: August 13, 2019, revised September 6, 2019

Re: Proposed amendment to Housing Rehabilitation Policies and Procedures

File number: 19-1198

As a result of the monitoring, it was identified that occasionally, only one bid may be received for a Housing Rehabilitation work write-up. This despite, repeated attempt to bid the project out. Staff are requesting to change the policies to identify what would happen in these circumstances.

Current policy: Requires a minimum of two proposals, encourages clients to obtain at least three proposals.

Proposed revisions: Strongly suggest a minimum of two proposals. However, in the cases of where the bid date has passed and two bids have not been received, a second bid request will be sent out, allowing an additional two weeks for bidders to respond. If that bid date passes and only one bid has been received, allow the housing rehabilitation client to select that proposal if they choose, provided that a cost analysis conducted by the Housing Specialist demonstrates that the price is reasonable, based on two comparable projects.

Additionally, this information shall be disclosed in writing on the Housing Rehabilitation Board Summary presented to the Committee, only one bid was received.

Note: Currently there are 22 companies that are being sent Housing Rehabilitation bids.

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